



JOB POSTING

03 January 2025

OFFICE OF THE CITY ASSESSOR				
POSITION	SALARY GRADE	MONTHLY SALARY	ITEM NO.	QUALIFICATIONS
City Government Department Head I (City Assessor)	25	Php 107,208.00	209	<ul style="list-style-type: none"> Bachelor's degree preferably Civil or Mechanical Engineering, Commerce or any other related course At least 5 years of experience in real property assessment work or in any related field Holder of RA 1080 (Real Estate Appraiser) Must demonstrate exemplary competency level in leadership and management, oral and written communication, service orientation, creative and analytical thinking, planning, initiative skills, active listening and social perceptiveness With integrity and exercises high level of proficiency to his/her duties and responsibilities Filipino citizen of good moral character Positive work attitude Must be a resident of the City of Batac, Ilocos Norte (Certificate of Residency)
City Government Assistant Department Head I (Assistant City Assessor)	23	Php 83,659.00	210	<ul style="list-style-type: none"> Bachelor's degree preferably Civil or Mechanical Engineering, Commerce or any other related course At least 3 years of experience in real property assessment work or in any related field Holder of RA 1080 (Real Estate Appraiser) Must demonstrate exemplary competency level in leadership and management, oral and written communication, service orientation, creative and analytical thinking, planning, initiative skills, active listening and social perceptiveness With integrity and exercises high level of proficiency to his/her duties and responsibilities Filipino citizen of good moral character Positive work attitude Must be a resident of the City of Batac, Ilocos Norte (Certificate of Residency)



Tax Mapper I	11	Php 28,512	216	<ul style="list-style-type: none"> • Bachelor's degree relevant to the job • With experience and training relevant to tax mapping and real property assessment work is an advantage • With Career Service Professional / Second Level Eligibility • Proficient in problem solving, communications, initiative and managerial and leadership skills • Proficient in information technology applications • Filipino citizen of good moral character • Positive work attitude • With proven integrity and honesty • Resident of the City of Batac, Ilocos Norte
Assessment Clerk II	6	Php 18,255.00	220	<ul style="list-style-type: none"> • Completion of at least two years studies in college • With experience in real property assessment work is an advantage • RA 1080 (Real Estate Service) / Career Service Sub-Professional / First Level Eligibility • With basic competency in oral and written communication and records management and proficient in information technology applications • Filipino citizen of good moral character • Positive work attitude • With proven integrity and honesty • Resident of the City of Batac, Ilocos Norte

OFFICE OF THE CITY HEALTH OFFICER

POSITION	SALARY GRADE	MONTHLY SALARY	ITEM NO.	QUALIFICATIONS
City Government Department Head I (City Health Officer)	25	Php 107,208.00	225	<ul style="list-style-type: none"> • Doctor of Medicine • At least 5 years of experience as medical practitioner • Holder of RA 1080 (Physician) • Must demonstrate exemplary competency level in leadership and management, oral and written communication, service orientation, creative and analytical thinking, planning, initiative skills, active listening and social perceptiveness • With integrity and exercises high level of proficiency to his/her duties and responsibilities • Filipino citizen of good moral character • Positive work attitude • Must be a resident of the City of Batac, Ilocos Norte (Certificate of Residency)



OFFICE OF THE CITY PLANNING AND DEVELOPMENT COORDINATOR				
POSITION	SALARY GRADE	MONTHLY SALARY	ITEM NO.	QUALIFICATIONS
Assistant Statistician	09	Php 22,219.00	113	<ul style="list-style-type: none"> • Completion of two years studies in college • Career Service Sub Professional / First Level Eligibility • With at least one-year relevant experience • With 4 hours relevant training • Proficient in developmental planning and statistical planning with basic competency in oral and written communication and records management and proficient in information technology applications • Filipino citizen of good moral character • Positive work attitude • Resident of the City of Batac, Ilocos Norte
Information Technology Officer I	19	Php 53,873.00	114	<ul style="list-style-type: none"> • Bachelor's degree relevant to the job • With Career Service Professional / Second Level Eligibility • At least 2 year of relevant experience in information technology • At least 8 hours of relevant training in information technology • With proficient systems analysis and design skills • Must demonstrate intermediate competency in leadership and management • Can handle stress and work under pressure, often according to complex rules and procedures • Positive work attitude • Filipino citizen of good moral character • Resident of the City of Batac, Ilocos Norte

OFFICE OF THE CITY AGRICULTURIST				
POSITION	SALARY GRADE	MONTHLY SALARY	ITEM NO.	QUALIFICATIONS
Agricultural Technologist	10	Php 24,381.00	288	<ul style="list-style-type: none"> • Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine • With experience in agricultural research and extension work is an advantage • Relevant RA 1080 (<i>Agriculturist, Agricultural Engineer, Fisheries Technologist and Veterinarian, depending on the functions, duties and responsibilities, as indicated in the Position Description Form</i>) • Proficient in information technology applications and with good problem solving, communications and initiative skills • Filipino citizen of good moral character • Positive work attitude • Resident of the City of Batac, Ilocos Norte



OFFICE OF THE CITY TREASURER				
POSITION	SALARY GRADE	MONTHLY SALARY	ITEM NO.	QUALIFICATIONS
Administrative Assistant II (Clerk IV)	08	Php 20, 534.00	176	<ul style="list-style-type: none">• Completion of 2 years studies in college• At least one year of relevant experience• With 4 hours of relevant training• Career Service Sub Professional / First Level Eligibility• With basic competency in oral and written communication and records management and proficient in information technology applications• Proficient in information technology applications• Filipino citizen of good moral character• Positive work attitude• Resident of the City of Batac, Ilocos Norte
Administrative Assistant II (Disbursing Officer II)	08	Php 20, 534.00	178	<ul style="list-style-type: none">• Completion of 2 years studies in college• Bachelor's degree relevant to the job is highly preferred• At least one year experience in cash management or any related field• With 4 hours of relevant training• Career Service Sub -Professional / First Level Eligibility• With intermediate competency in budgeting and financial practices• With basic competency in oral and written communication and records management and in information technology applications• With proven integrity and honesty• Positive work attitude• Filipino citizen of good moral character• Resident of the City of Batac
Revenue Collection Clerk II	07	Php 19, 365.00	186 197	<ul style="list-style-type: none">• Completion of at least two years studies in college• Bachelor's Degree in business administration, public administration, economics or management and related fields is highly preferred• Preferably with work experience in revenue generation /cash management• Career Service Sub Professional / First level Eligibility• With basic competency in oral and written communication and records management and proficient in information technology applications• Resident of the City of Batac, Ilocos Norte• Filipino citizen of good moral character• With proven honesty and integrity• Positive work attitude• Resident of the City of Batac, Ilocos Norte



Revenue Collection Clerk I	05	Php 17,205.00	187 190 205	<ul style="list-style-type: none"> • Bachelor's Degree in business administration, public administration, economics or management and related fields • Preferably with work experience in revenue generation /cash management • Career Service Sub Professional / First level Eligibility • With basic competency in oral and written communication and records management and proficient in information technology applications • Resident of the City of Batac, Ilocos Norte • Filipino citizen of good moral character • With proven honesty and integrity • Positive work attitude • Resident of the City of Batac, Ilocos Norte
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**OFFICE OF THE CITY MAYOR -
CITY DISASTER RISK REDUCTION AND MANAGEMENT DIVISION
(CDRRMD)**

POSITION	SALARY GRADE	MONTHLY SALARY	ITEM NO.	QUALIFICATIONS
Local Disaster Risk Reduction and Management Assistant	08	Php 20,534.00	44	<ul style="list-style-type: none"> • At least two years in college/ Bachelor's degree relevant to the job • With at least one-year relevant experience in disaster risk reduction management particularly in research and planning • Career Service Professional/ Sub-Professional • Excellent communication skills, both oral and written • Proficient in information technology applications • Filipino citizen of good moral character • Positive work attitude • Resident of the City of Batac, Ilocos Norte



OFFICE OF THE CITY ENGINEER				
POSITION	SALARY GRADE	MONTHLY SALARY	ITEM NO.	QUALIFICATIONS
Automotive Equipment Inspector I	8	Php 20,534.00	319	<ul style="list-style-type: none"> High School Graduate or Completion of relevant vocational/ trade course With 1 year of relevant experience With 4 hours of relevant training Mechanic (Automotive Servicing) (MC 11 s.1996 - Cat II as amended) Filipino citizen of good moral character Positive work attitude Resident of the City of Batac, Ilocos Norte
Administrative Aide IV (Mechanic)	4	Php 16,209.00	334	<ul style="list-style-type: none"> High School Graduate or Completion of relevant vocation / trade course With relevant experience is an advantage Relevant TESDA Trade Certificate is an advantage Mechanic (Automotive Servicing) (MC 11 s.1996 - Cat II as amended) Filipino citizen of good moral character Positive work attitude Resident of the City of Batac, Ilocos Norte
Architect I	12	Php 30,705.00	313	<ul style="list-style-type: none"> Bachelor's degree in Architecture With at least 1 year of relevant experience in architecture With at least 4 hours of relevant training RA 1080 (Architect) eligibility Excellent design and drafting skills and proficiency with computer-aided design (CAD) With intermediate competency level in both oral and written communication, creativeness and inventiveness and analytical thinking, planning and initiative skills Filipino citizen of good moral character Positive work attitude Resident of the City of Batac, Ilocos Norte
Engineer I (Mechanical Engineer)	12	Php 30,705.00	317	<ul style="list-style-type: none"> Bachelor's degree in Mechanical Engineering With experience in designing, operating and using of different kinds of machines and machine tools is an advantage RA 1080 (Mechanical Engineer) eligibility With at least 1 year of relevant work experience is preferred With at least 4 hours of relevant training is preferred Solid understanding of key concepts including mechanics, kinematics, thermodynamics and energy With intermediate competency level in oral and written communication, creative and analytical thinking, planning, initiative skills Filipino citizen of good moral character Positive work attitude Resident of the City of Batac, Ilocos Norte



OFFICE OF THE CITY MAYOR – ECONOMIC ENTERPRISES MANAGEMENT SECTION (PUBLIC MARKET)				
POSITION	SALARY GRADE	MONTHLY SALARY	ITEM NO.	QUALIFICATIONS
Market Supervisor II	14	Php 35,434.00	46	<ul style="list-style-type: none">• Bachelor's degree• At least 1 year of relevant experience in economic enterprises management• At least 4 hours of relevant training• Career Service (Professional) / Second Level Eligibility• Must demonstrate advanced competency in leadership and management, oral and written communication, service orientation, coordination, active listening and social perceptiveness• Proficient in information technology• Filipino citizen of good moral character• Positive work attitude• Resident of the City of Batac, Ilocos Norte
Market Inspector II	8	Php 20,534.00	48	<ul style="list-style-type: none">• Completion of two years studies in college• At least one year relevant experience on licensing and inspection• 4 hours of relevant training• Career Service Subprofessional/ First Level Eligibility• Filipino citizen of good moral character• Must demonstrate competency in critical thinking/problem solving, oral and written communication and initiative• Positive work attitude• Resident of the City of Batac, Ilocos Norte
Administrative Aide III (Utility Worker II)	03	Php 15,265.00	59	<ul style="list-style-type: none">• Must be able to read and write• Preferably with skills in carpentry, plumbing, masonry, electrical works or any related skills• Filipino citizen of good moral character• Positive work attitude• Resident of the City of Batac, Ilocos Norte
Administrative Aide IV (Driver II)	04	Php 16,209.00	52	<ul style="list-style-type: none">• High School Graduate or Completion of relevant vocation / trade course• With driving experience is an advantage• MC 11 s. 1996 as amended -Category IV (Holder of Professional Driver's License)• Exhibits physical and mental alertness and willing to work on graveyard shift• Filipino citizen of good moral character• Positive work attitude• Resident of the City of Batac, Ilocos Norte



OFFICE OF THE CITY SOCIAL WELFARE AND DEVELOPMENT OFFICER				
POSITION	SALARY GRADE	MONTHLY SALARY	ITEM NO.	QUALIFICATIONS
Administrative Assistant II (Clerk IV)	08	Php 20,534.00	263	<ul style="list-style-type: none">• Completion of 2 years studies in college• At least one year of relevant experience• With 4 hours of relevant training• Career Service Sub Professional / First Level Eligibility• With basic competency in oral and written communication and records management and proficient in information technology applications• Proficient in information technology applications• Filipino citizen of good moral character• Positive work attitude• Resident of the City of Batac, Ilocos Norte

OFFICE OF THE CITY GENERAL SERVICES OFFICER				
POSITION	SALARY GRADE	MONTHLY SALARY	ITEM NO.	QUALIFICATIONS
Administrative Aide VI (Clerk III)	06	Php 18,255.00	141	<ul style="list-style-type: none">▪ Completion of 2 years studies in college▪ Bachelor's degree holder relevant to the job is preferred▪ Career Service Sub -Professional / First Level Eligibility▪ With basic competency in oral and written communication and records management and proficient in information technology applications▪ Proficient in information technology and records management▪ Positive work attitude▪ Filipino citizen of good moral character▪ Resident of the City of Batac



The City Government of Batac upholds Equal Employment Opportunity Principle, thus, qualified PWD candidates, members of the indigenous communities and from any sexual orientation and gender identities group are encouraged to apply.

Qualified and interested applicants must apply at the Human Resource Management Office, Second Floor, City Hall of Batac on or before **January 20, 2025** or send **COMPLETE APPLICATION REQUIREMENTS** via email at **applicants.chrmobatac@gmail.com**.

Application requirements (THREE COPIES):

1. Application Letter addressed to Honorable Albert D. Chua, City Mayor;
2. Fully accomplished and notarized Personal Data Sheet (CS Form No. 212, Revised 2017) with CSC Relevant Work Experience Sheet Form attached which can be downloaded at www.csc.gov.ph;
3. Authenticated Transcript of Records (TOR)
4. Authenticated Certificate of Eligibility/Certificate of Board Rating
5. Certificate of Work Experience / Certificate of Employment
6. Very Satisfactory rating in the latest performance evaluation, *if applicable*.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Prepared by:

MARLON F. SORIA

City Human Resource Management Officer

Noted by:

ENGR. ALBERT D. CHUA

City Mayor

Date: 03 January 2025